

Q+A From 12/3 Timekeeper Training Webinar

How do you create a team? Only payroll employees can create teams in ADP. If you would like to see a certain team or group of employees, it is recommended that you create a hyperfind query using the “Ad Hoc” function.

Will we be able to share our hyperfind with other employees? Hyperfind queries are not able to be shared between users. However, if you know of a hyperfind query that is used a lot in your department, let Payroll know so they may create a public hyperfind query matching that criteria.

Due to our high volume of transfers, just about all of our MCSO supervisors have timekeeper/approver access to ALL MCSO employees, but they also have employees specifically assigned to them in ADP. What will their view be? In most Workspaces, the system will default to the “All Home” view. Employees would need to select the hyperfind query to see only their direct reports.

Will the punches from the timeclock clock, computer, and phone still automatically load on the timecard?
Yes.

As a payroll rep, will I still choose the low orgs I want to see, or will the system know which ones I'm assigned to? The system will function the same way it does today, i.e. it will show you the orgs you are assigned to.

Previously under the old version, all new hires needed to have a schedule pattern created on their timecard. Moving forward, will this still be required and if so, how do you go into the system and create a schedule?
Schedule requirements should adhere to department standards. For additional information on how to create a schedule, please see the [ADP ETIME Schedule Manager](#) guide or the [Scheduling in eTime](#) video.

Will HR Liaisons still be able to toggle between employee and practitioner? Yes. EV5 will not be changing.

Is there a limit to the number of comments you can add to someone's timecard? No, comments are unlimited and can be added to multiple entries on the same day.

Does a newer comment supersede the previous comment? No, all comments added are saved to the entry or date to which they are added.

Can you edit a comment after you save, or do you have to delete the original comments and redo it? You cannot edit a comment after it has been saved. You would need to delete that entry and redo it with the correct comment.

When you make changes to the columns will that default each time we go in? No, column preferences must be set in each workspace each time the workspace is launched.

Will ADP still time us out after 5 minutes without seeing activity? Yes, ADP is still set to log users off after a short period of inactivity.

Can the same comment be added on the same day? Yes, the same comment can be added to multiple entries on the same day.

What timeframe are you expecting the missed punches to be entered into ADP? Punches should be entered as soon as possible. If you experience any issues, we would like to troubleshoot and hopefully resolve them before the pay period ends.

Are there any changes to access to Timekeepers or processes they will no longer be able to perform? You will have the same level of access and functions you currently have. If you notice any changes to your account after the upgrade, please contact adptimeupgrade@maricopa.gov.

During the timeframe scheduled to enter outage punch data, will there be a hotline/phone number/website available for issues that Timekeepers are having? Please email adptimeupgrade@maricopa.gov with any issues. This mailbox will be closely monitored, and we will respond as soon as possible to address any issues you may experience.

Moving forward, when new hires have issues with ADP and getting signed up, are there any new, additional resources going to be available to them? No changes will be made to the process of new hires being added to ADP. The [training materials](#) currently available on the ADP Project Page will stay up indefinitely and may be used to train new hires on the system.

Will there be any changes made to the delegation process? Is there any discussion on improving this process? At this time, no changes are being made to the delegation process. We are aware of this concern and will be evaluating this with Workday.

How we will use hyperfind queries in this system? They will have the same function they do today.


Will all of our hyperfind queries remain the same? Yes, and your hyperfind queries will go with you.

How do I get to personal queries to run payroll reports?

- **eTime:** Add a workspace>Reports>Select report>Select query
- **MyADP:** Other Time Features>Reports> Select report>Select query

How to get to ADP reports I have already created?

- **eTime:** Add a workspace>Reports>Favorites or Check Report Status
- **MYADP:** Other Time Features>Team Time Reports

Will we have the ability to search for *any* range of dates? Yes, using the calendar icon () next to the time period picklist.

Will we still be able to run the Time Detail Report? Yes. To access the report, complete the following:

- **eTime:** Add a workspace>Reports>Timecard>Time Detail
- **MYADP:** Other Time Features>Team Time Reports>Timecard>Time Detail

Will reports will be customizable? Yes, however, the level of customization available is dependent on the report you are trying to run.

Will the timecards look different for the practitioners (timekeepers & payroll reps)? Timecards will look the same for all employees if they are in their employee dashboard.

How will this impact our view of EV5 on 12/2-4? Is there overlap views of both EV5 and EV8? EV5 will be the same as it is today.

How can Timekeepers see all employees' timecards to review and or get reports that we normally had in JAVA?

- **eTime:** Timecards can be accessed by selecting an employee, clicking the "Go To" button, and selecting Timecards, *or* by opening a Quicklinks workspace and selecting the Timecards folder icon on the right-hand navigation panel.
- **MYADP:** Timecards will be under the Teams tab on your left-hand navigation panel, and reports can be accessed through the "Other Time Features" tab when you're in the Teams tab.

Will there be an option to see your direct reports vs. everyone when approving timecards? Yes, just as you can today, create a hyperfind with just your direct reports. Use that hyperfind when approving timecards.

Is there a way to print approved timecards after it has been approved by the employee and the supervisor? Yes. Complete the following steps:

- **eTime:** Add workspace>Reports>Timecard>Timecard Sign-off
- **MYADP:** Go to Team on the left-hand navigation panel>Other Time Features>Team Time Reports>Timecard>Timecard Sign-Off

Where is Payroll Review - All Home for Timekeepers to see the whole Dept for Payroll Review?

- **eTime:** Add workspace>Quicklinks>Payroll Review
- **MYADP:** Other Time Features>Team Quicknavs>Payroll Review

As an HR Liaison, where do I go to find information (timesheet or accruals) on another employee?

- **eTime:** Add workspace>Quicklinks>Accrual Balance *or* Add workspace>Quicklinks>Quickfind>Search for the employee>Select Employee>Go To Timecards
- **MYADP:** Other Time Features>Team Quicknavs> Accrual Balance *or* Other Time Features>Team Quicknavs>Quickfind>Search for the employee>Select Employee>Go To Timecards

Are we going to lose all historical timecards? No, but please check back for updates about access.

Is Enterprise changing too? There will not be any changes made to Enterprise.

Will the comment and audits tabs still be available for view? Yes. Complete the following steps:

- **eTime:** Add workspace>Quicklinks>Quickfind> Select an Employee>Click the “Go To” arrow icon at the top and select “Audits.” *Comments* is available in the Category picklist on the Audit tab
- **MYADP:** Other Time Features> Team QuickNavs> Quickfind>Select an Employee>Click the “Go To” arrow icon at the top and select “Audits.” *Comments* is available in the Category picklist on the Audit tab

Is there a search feature to search for employees? Yes. Complete the following steps:

- **eTime:** Add workspace>Quicklinks>Quickfind>
- **MYADP:** Other Time Features>Team QuickNavs> and select QuickFind from the left-hand picklist

Can you show us how to enter or amend an employee's schedule? For instructions on how to create or edit an employee's schedule, please see the [ADP ETIME Schedule Manager](#) guide or the [Scheduling in eTime](#) video.